



Office of Operations/District 02

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Bobby Jindal, Governor

Sherri H. LeBas, P.E., Secretary

SUMMARY OF GUIDELINES FOR 2059

Luanna Cambas, District 02 Lab, March 27, 2013

- I. SUMMARY OF TEST RESULTS Cover Sheet**
 - a. Check either “disposition of failing test ...” or “no failing tests”**
 - b. Check either “Error and omissions...” or “N/A”**
(If samples or certificates were not obtained.)
 - c. Project Engineer to sign and date**
- II. SAMPLING PLAN**
 - a. Write in the final quantities**
 - b. Reference the Change Order Number for any quantity that changed from the original quantity by more than 5% (Do not include the actual change orders.)**
 - c. Write the number of samples taken on appropriate row below. (Include the samples taken by private labs.)**
- III. 2059 PRINTOUT FROM MATT (Do not detach sheets)**
 - a. First listing is all test results which have been entered into matt.**
 - b. Second is listing of all JMF’s and Mix Designs.**
 - c. Third is a listing of all failing reports, “Disposition of Failing Tests”.**
These require an explanation from the PE, with signature and date on the hard copy. Examples:
 - i. The material removed from the project and was not used.**
 - ii. The stockpile was remixed and re-sampled with passing results. See lab # 02-xxxxxx.**
 - iii. Although the material failed, the PE considers the material acceptable for the intended use – do not say “PE waived.”**
 - iv. The actual quantity was too small. Sampling was not required.**
- IV. TEST REPORTS/CERTIFICATES/JMFs and Mix Designs**
 - a. Folder for each Contract Item, grouping sections together. (Example – put all Section 302 item test reports and certificates together)**